

## **CITY OF ARCADIA**

### **HUMAN RESOURCES TECHNICIAN**

#### **DEFINITION**

Under direction, to perform professional and technical work related to recruitment, testing, position classification, compensation, employee benefits, employee training and development, workers compensation, risk management and employee relations; to participate in the development and implementation of personnel policies and procedures; to provide administrative and technical support; and to conduct special studies in the field of personnel administration.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Prepare and assist in developing and administering standardized employment exams, performance tests, and oral boards; compute scores and assist in establishing passing points and eligibility lists; act as coordinator in the assignment and review of assigned recruitment processes.

Assist in conducting outreach recruitment efforts for open positions including identification of sources for advertising, posting of vacancies and analysis of labor market and classification statistics.

Review class specifications, consult department head or representative, determine recruitment/selection plan, and recommend plan to Human Resources Administrator.

Analyze statistical reports and other data using knowledge of job requirements, valid selection processes, and legislation concerning fair employment practices.

Assist in monitoring employee group insurance programs; process new enrollments and enrollment changes on group insurance programs; explain total employee benefit program to new employees.

Conduct orientations and exit interviews.

Develop, compile, and analyze statistical data and surveys including salary and benefit surveys.

Provide information to employees and the public on policies, procedures, benefits and other personnel or risk management related matters.

Assist in staffing the Human Resources public counter.

Independently compile information and prepare reports; monitor computer data output for accuracy; make changes and adjustments as required.

Develop forms and procedural manuals.

Prepare and file EEO reports on behalf of the City.

Participate in a variety of studies; collect, monitor, and analyze data; tabulate information and prepare statistical reports.

Prepare, maintain, and process various personnel, risk management documents and reports; input and retrieve a variety of complex data and information regarding personnel administration using a computer terminal.

Receive, compile, and organize information for the preparation of correspondence, documents, and reports as assigned; provide administrative and technical support; draft, type and prepare a variety of correspondence, confidential records, memoranda, bulletins, classification specifications, statistical reports, and other documents; maintain confidentiality of information.

Coordinate employee training and educational benefits and monitor mandated training requirements.

Respond to and conduct employment verifications both verbal and written.

Assist in the administration of the City's workers' compensation program including receiving and reviewing claims forms, processing claims, and closing claims.

Assist in the preparation and distribution of agenda for the Human Resources Commission and Safety Committee.

Attend, participate in, and take minutes for safety meetings. Assist with safety inspections.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Basic principles and practices of personnel administration.

Pertinent Federal, State, and local laws, codes, and regulations including administrative and

departmental policies and procedures affecting personnel and salary placement.

Principles and procedures of transcript evaluation.

Basic principles and practices of statistical analysis and research.

Principles and procedures of record keeping.

Modern office practices, methods, and computer equipment.

Principles of business letter writing and basic report preparation.

Principles and practices used in dealing with the public.

Alphabetical, numerical, and subject matter filing systems.

Basic mathematical principles.

English usage, spelling, vocabulary, grammar, and punctuation.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment.

Type at a speed of 50 words per minute and enter data at a speed necessary for successful job performance.

Operate a motor vehicle safely.

**Ability to:**

Perform responsible and difficult technical and clerical personnel work involving the use of independent judgment with accuracy and speed.

Respond to requests and inquiries for information regarding personnel policies and procedures.

Interpret and apply pertinent policies, procedures, laws, and regulations.

Prepare and maintain accurate and complete records.

Respond to requests and inquiries from the general public.

Independently compose correspondence and memoranda.

Collect, compile, and analyze data and information.

Prepare clear and concise reports.

Meet and deal tactfully and effectively with the public.

Maintain confidentiality of employee information.

Maintain and prepare complex, extensive, and confidential records and reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

Any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in past and current employment history. A typical example includes:

**Experience:**

Two years of increasingly responsible technical or secretarial experience in Human Resources.

**Training:**

Equivalent to an Associate's degree with major course work in personnel management or a related field.

**License or Certificate:**

Possession of a valid California Class "C" driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

**Effective Date:** January 1999

**Revised:** September 2015; June 2022